

4 October 1977

MEMORANDUM FOR: MZ Sub-Group Board

FROM : DC/Administrative Staff/ODP

SUBJECT : Candidates for Internal Training during FY78.

The attached represents your requests and estimates to date. As there are likely to be less spaces available for these courses than there are candidates, please indicate who has priority. The general pre-requisites and tentative course dates are listed under the course title. I have estimated the number of spaces likely to be available. (An "X" indicates that the component requested the space for that candidate during FY78. A "P" indicates the candidate is listed on the PDP for that course sometime during the next 3 years. "P78" indicates the candidate is listed in the PDP for that course for FY78. A "73" indicates that we have on file currently a request for training for the individual. Whether the 73 was turned in voluntarily or in response to some previous plan is impossible to determine. "JAN 78" indicates that the candidate has already been selected, nominated, and accepted for the particular course on that date).



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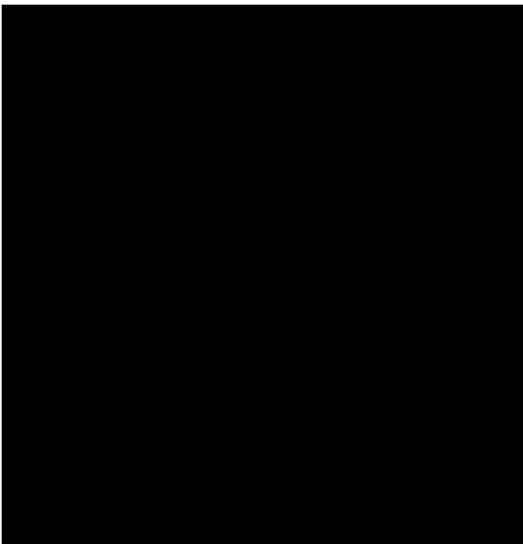
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FY-78 TRAINING CANDIDATES

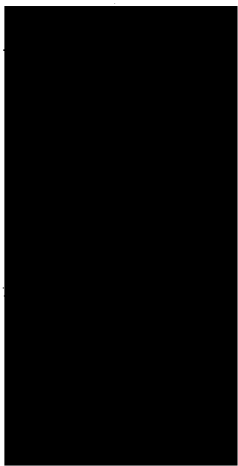
<u>COURSE</u>	<u>PROB.SPACES</u>	<u>FRONT OFFICE</u>	<u>SPS</u>	<u>DD/A</u>	<u>DD/P</u>
Project Officer <u>in Contract Cycle</u> 3-7 Oct. 5-9 Dec.	5				(2 spaces)
					
Trends & <u>Highlights</u> 6-9 Dec. 21-24 Feb. 23-26 May 26-29 Sept.	15				(15 spaces)

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FY-78 TRAINING CANDIDATES

<u>COURSE</u>	<u>PROB.SPACES</u>	<u>FRONT OFFICE</u>	<u>SPS</u>	<u>DD/A</u>	<u>DD/P</u>
CIA Today and Tomorrow 18-20 Oct. 24-26 Jan. 25-27 April	15				(15 spaces)

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FY-78 TRAINING CANDIDATES

<u>COURSE</u>	<u>PROB.SPACES</u>	<u>FRONT OFFICE</u>	<u>SPS</u>	<u>DD/A</u>	<u>DD/P</u>
(Priorities not critically needed as there will probably be sufficient space)					
<u>Employee Development</u>					(2 spaces)
<u>Secretarial Admin</u>					(2 spaces)
STATINTL					
<u>Office Mgmt. Seminar</u>					
<u>Survey of Records Mgmt.</u>					(2 spaces)
<u>Effective Written English</u>					(6 spaces)
<u>Writing Better Reports</u>					(5 spaces)
<u>Countering Terrorist Tactics, Prep for Overseas, and Field Administration (for potential Admin officers)</u>					(2 spaces)
<u>Survey of Financial Mgt.</u>					(4 spaces)

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FY-78 TRAINING CANDIDATES

<u>COURSE</u>	<u>PROB.SPACES</u>	<u>FRONT OFFICE</u>	<u>SPS</u>	<u>DD/A</u>	<u>DD/P</u>
(Priorities not critically needed as there will probably be sufficient space)					
<u>Funding of Budget</u>					(2 spaces)
<u>CIA Finance Systems</u>					(2 spaces)
<u>Instructor Training</u>					
<u>Orient. New Employees</u>					(5 spaces)
<u>Engr. Systems for Analysis and Intel.</u>					
<u>Surv. Intel. Info. Systems</u>					STATINTL
<u>Statistical Concepts for Anal. & Mgr.</u>					
<u>Info. Science for Mgrs.II</u>					
<u>Performance Eval. Workshop</u> (to be given "in-house")					(10 spaces)